



United States Department of Agriculture

AGRICULTURAL MARKETING SERVICE
MILK MARKET ADMINISTRATOR

VACANCY ANNOUNCEMENT

Announcement Number: 05-01

Position Title: Milk Sampler-Tester (Calibration Truck Driver)

Series/Grade: OCC-3018, MA 11 to MA 12

Promotion Potential: MA 15

Salary: (Includes Locality Adjustment)
Range for MA 11, \$33,951 - \$44,096
Range for MA 12, \$37,792 - \$49,264

Type of Appointment: Excepted

Location of Position: Allegheny, Beaver, Butler, Lawrence or Mercer Counties in Pennsylvania

Opening Date: 01-17-05

Closing Date: 03-14-05 (Postmarked)

Area of Consideration: All sources residing within Allegheny, Beaver, Butler, Lawrence and Mercer Counties in Pennsylvania

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DUTIES: Operate farm milk tank calibration truck and related equipment. Extensive overnight travel involved. Duties consist of checking the calibration of farm milk tanks located mostly (but not exclusively) within the following states: Kentucky, Maryland, New York, Ohio, Pennsylvania and West Virginia.

SPECIAL CONDITIONS AND REQUIREMENTS:

Candidates must be able to lift 50 pounds, pass a physical examination and drug screening test, have a valid Commercial Driver's License with Class A and Tanker endorsements, and have a sound driving record.

QUALIFICATION REQUIREMENTS: Applicant must be a high school graduate, have a Commercial Driver's License (CDL) with Class A and Tanker endorsements, and a sound driving record. Applicant must be able to communicate articulately with industry personnel, supervisors, co-workers, and farmers. Familiarity with dairy farm milk tank and milk tank charts preferred. Previous experience driving a truck would be helpful.

To qualify for MA 11, applicant must have 2 ½ years of general experience; for MA 12, applicant must have 3 years of general experience. This experience may have

been obtained in a field environment which provided some of the basic knowledge or skills involved in one or more of the following: (1) Gathering, recording, and assembling data (i.e. milk stick/chart reading); (2) using scientific instruments to measure degrees, weights, strengths, etc; (3) setting up and operating test methods; and (4) evaluating quantitative data.

Successfully completed studies in an accredited college or university above the high school level may be substituted for general experience at the rate of 1 year of education for 1 year of experience up to a maximum of 3 years of education for 3 years of experience.

COPY OF COMMERCIAL DRIVER'S LICENSE MUST BE INCLUDED WITH APPLICATION.

EVALUATION CRITERIA: Eligible applicants will be evaluated against these criteria to determine the best qualified. Include information concerning pertinent duties, responsibilities, accomplishments, training, and/or course work pertaining to the following:

1. Ability to provide information relevant to driving record (Supplemental Employee Questionnaire attached).

2. Experience in calibration of farm milk tanks and/or working knowledge of calibration equipment (such as evidence of a milk weigher's/sampler's license).
3. Knowledge of the terms and provisions of the Federal Order, particularly of the marketing service aspect.
4. Ability to communicate effectively.

Applicants must submit the attached Supplemental Qualifications Statement and Supplemental Employee Questionnaire to reflect evidence of the above evaluation criteria. Describe specifically the experience, training, education, knowledge and/or awards you have received that are relevant to each requirement. Include the specific tasks performed, the dates and where they were gained.

APPLICATION INFORMATION

HOW TO APPLY: Send a resume, curriculum vitae, or Optional Application for Federal Employment, OF-612, to the Contact address. (SF-171 will be accepted, but is not required.) The following information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment:

- Announcement number, title, and grade(s) for which you are applying
- Full name, mailing address (including zip code) and day and evening phone numbers (with area code)
- Social security number
- Country of citizenship (most Federal jobs require U.S. citizenship)
- Veterans' Preference (if applicable)
- Highest Federal civilian grade held (if applicable)
- Highest education level achieved. Specify
 - name, city, state, zip code (if known)
 - date or expected date (month/year) of completion of degree requirements
 - type of degree received
- Copy of college transcripts or list of college courses (if required under **QUALIFICATIONS**).
- Paid and unpaid work experience related to the position. For each work experience include:
 - Job title
 - Series/grade (if Federal employment)
 - Duties and accomplishments
 - Employer's name and address
 - Supervisor's name and address
 - Starting and ending dates
 - Hours per week
 - Salary
 - Indicate if we may contact your current supervisor/employer
- Job-related:
 - training courses (title and year)
 - skills (e.g., other languages, typing speed, computer software/hardware, tools, machinery)
 - certificates/licenses (current)

- honors, awards, and special accomplishments (e.g., publications, memberships in professional activities, performance awards)

OTHER IMPORTANT INFORMATION:

- Relocation expenses:
 - [] may be authorized.
 - [x] will not be authorized.
- Current Federal employees **must** submit their most recent (within 15 months) performance appraisal.
- Applicants with Federal reinstatement eligibility should submit their most recent SF-50, Notification of Personnel Action.
- You will be required to complete a Declaration for Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. **If you make a false statement in any part of your application, you may not be hired; or you may be fired after you begin work; or you may be fined or jailed.**
- If you are a male over age 18 who was born after December 31, 1959, you must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.
- Use of any Government agency envelopes to file job applications is a violation of Federal laws and regulations. Applications submitted in Government envelopes or via Government FAX machines will not be accepted.
- You will not be notified of the status of your application until a final selection has been made.
- **If your application does not contain all of the requested information, you may lose consideration for the job.**
- **Your application must be postmarked by the closing date of the announcement.**

SPECIAL HIRING AUTHORITIES:

Special hiring authorities may apply to disabled individuals, former Peace Corps, Vista, action cooperatives, volunteers, VRA eligibles, and 30 percent

disabled veterans.

VETERANS' PREFERENCE:

If you served on active duty in the United States military and were separated under honorable conditions, you may be eligible for veterans' preference. If your service began after October 15, 1976, you must have a Campaign Badge, Expeditionary Medal, or a service-connected disability. To claim 5-point veterans' preference, attach a copy of your DD-214, Certificate of Release or Discharge from Active Duty, or other proof of eligibility. To claim 10-point veterans' preference, attach an SF-15, Application for 10-Point Veterans Preference, plus the documentation required by that form. For further details, call OPM at 912-757-3000. Select "Federal Employment Topics" and then "Veterans." Or, dial OPM's electronic bulletin board at 912-757-3100.

CONTACT:

For application forms, write to, visit or call:

USDA, AMS, Dairy
P.O. Box 5102
Brunswick, OH 44212

Telephone: (330) 225-4758

Submit applications to:

Paul A. Huber
USDA, AMS, Dairy
P.O. Box 5102
Brunswick, OH 44212